

## Terms & Conditions for Use of Accreditation Symbols

### 1. Introduction

1.1 After obtaining accreditation, a conformity assessment body (CAB) may wish to make reference to its accreditation status in its test reports / certificates/ statements. Accreditation normally entitles the accredited CABs to endorse the relevant documents by using the accreditation symbol along with accreditation number and the relevant standard, in accordance with prescribed guidelines in this document.

1.2 The guidelines in this document have been developed to encourage CABs to use SLAB Symbol to refer to their accreditation status. This document sets out the conditions for the use of SLAB Symbol by CABs accredited by SLAB as meeting the requirements of the appropriate international standards. Where applicable, these conditions shall be met by all SLAB accredited CABs including those which operate outside Sri Lanka.

1.3 The CABs accredited by SLAB are entitled and encouraged to use the accreditation symbol of SLAB (hereinafter referred as SLAB Symbol) as shown in clause 8 along with accreditation number and relevant standard on its Conformity Assessment certificates/reports/statements. Accredited CABs may also wish to use the SLAB Symbol or claim accreditation status for promotional purposes, on brochures, websites and business documents or on proposals or quotations concerned with the CAB's accredited activity, subject to the conditions set out in this document.

1.4 When the inclusion of the SLAB Symbol with accreditation number and the number of the relevant standard on Conformity Assessment certificates/reports/statements is not mandatory, then such report / certificate/statement bearing this symbol can benefit from the acceptance established through mutual recognition agreements/ arrangements among accreditation bodies, and only those calibration reports bearing this symbol can be confirmed to meet the SLAB Policy on the traceability of measurement results (AC-RG(P)-04).

### 2. Scope

2.1 This document describes the terms and conditions and provides guidelines for the use of accreditation symbol of SLAB by all accredited conformity assessment bodies. This procedure is applicable to all accreditation schemes operated by the SLAB.

### 3. Reference

3.1 SLAB Act 32 of 2005 (Section 18).

3.2 ISO / IEC 17011:2004 - Conformity assessment –General requirements for accreditation bodies accrediting conformity assessment bodies.

3.3 IAF/ILAC A5:11/2013- Application of ISO/IEC 17011:2004

3.4 ILAC –R7: 05/2015 Rules for the use of ILAC MRA Mark.

3.5 ILAC-P8: 12/ 2012: ILAC Mutual Recognition Arrangement- Supplementary requirements and Guidelines for the use of Accreditation Symbols and for claims of Accreditation Status by Accredited Laboratories & Inspections Bodies.

3.6 IAF – ML 2: 3/2016 General principles on the use of the IAF MLA Mark.

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## 4. Definitions:

**4.1. Accreditation Symbol:** Symbol issued by an accreditation body to be used by accredited CABs to indicate their accredited status.

**4.2. Conformity Assessment Body (CAB):** Body that performs conformity assessment services and that can be the object of accreditation.

**4.3 ILAC/IAF MRA/MLA Mark:** A mark of ILAC/IAF issued for use in combination with its own mark by an accreditation body that is signatory to the ILAC MRA/IAF MLA.

**4.4 ILAC/IAF CAB combined MRA/MLA Mark:** A mark issued for use by a CAB that is accredited by an accreditation body that is signatory to the ILAC MRA/IAF MLA and who has signed a license agreement with ILAC/IAF.

## 5. Requirements:

5.1 The SLAB Symbol shall only be used by SLAB accredited CABs during the period when it holds SLAB accreditation. It shall not be used by applicants or a body or its franchisee / subcontractor that is not accredited by SLAB. The SLAB Symbol shall be used by SLAB accredited laboratories, inspection bodies, certification bodies, GHG Validation/Verification Bodies or other types of CABs only under the name, legal entity which it holds accreditation, only after accreditation is officially granted.

5.2 When promoting or providing proof of accreditation, accredited CABs shall declare the scope(s) of accreditation without ambiguity.

5.3 The SLAB Symbol shall not be used on reports/certificates/statements that do not contain results of accredited activities or declarations that are not based on accredited activities. It shall not be used in such a way as to imply that SLAB accepts responsibility for activities carried out under the scope of accreditation.

5.4 SLAB accredited CABs shall not authorize the use of SLAB Symbol by their clients, sub-contractors or any other third party for the non-accredited scopes of the CAB. It shall be the ethical responsibility of each SLAB accredited CAB to describe their accredited status in a manner that does not imply accreditation in areas that are outside their actual scope of accreditation or for other testing/certification/Inspection/GHG facilities not covered under SLAB accreditation and to thereby minimize the risk of a client / reader being misled. All concerned are encouraged to inform SLAB if a violation of this policy is discovered by actions of accredited CABs or other parties.

5.5 In case of test, calibration, inspection reports or GHG statements, other marks or accompanying texts which denote that the management system or process relating to the accredited scope has been certified shall not be used.

5.6 There shall be nothing in reports and/or certificates/ statements or in any attachments or other material, which implies or may lead any user of the contents of the reports / certificates/statements or any interested party to believe that the work is accredited when in fact it is not the case.

Note: Specific requirements for use of SLAB symbol by laboratories & Inspection Bodies, Certification Bodies and GHG Validation/Verification Bodies are given in Clause 6, 7 and 8 respectively.

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## **6. Specific Requirements on Use of SLAB Symbol by Laboratories, Calibration Laboratories and Inspection Bodies:**

6.1 SLAB accredited laboratories, calibration laboratories or inspection bodies shall not authorize the use of SLAB Symbol by their clients, sub-contractors or any other third party.

6.2 The SLAB Symbol may be displayed on all certificates and reports that contain exclusively the results from tests, calibrations, inspections, calibration label or inspection label for which the laboratory, calibration laboratory or inspection body has been accredited by SLAB. If so, the SLAB Symbol shall be used only on the certificates/ reports for the tests, calibrations or inspections accredited by SLAB. Where results of both accredited and non-accredited activities are to be reported, issuing of separate reports is desirable. On practical ground, if the laboratory, calibration laboratory or inspection body is issuing one report for accredited and non-accredited tests, calibrations or inspections, non-accredited tests, calibrations or inspections shall be marked with clear indication to prevent ambiguity. When any opinions or interpretations outside the scope of accreditation are given, that shall be indicated with a disclaimer. Eg. Interpretation given are outside the scope ‘#’

6.3 The reports or certificates with SLAB symbol shall be issued/ issue statements of interpretation or opinion, only with the signatories authorized by the SLAB. In the absence of approved signatories the certificates/reports shall be issued/ issue statements of interpretation or opinion, without the SLAB symbol and shall inform such a situation to SLAB.

6.4 Where the SLAB Symbol is used to endorse reports/ certificates, it shall always be accompanied by the SLAB Accreditation number [TL xxx- xx, CL xxx- xx, ML xxx- xx, IB xxx- xx or else as the case may be], and identity of the relevant standard placed centrally under the SLAB Symbol as indicated. The type of inspection should be indicated in case of inspection bodies along with the SLAB Symbol and the SLAB Accreditation number.

6.5 SLAB symbol or ILAC laboratory combined mark shall be placed where other marks or organization has placed with same or higher font size. It is recommended to place the SLAB symbol or ILAC laboratory combined mark on top of the first page and other page (s) where results of testing, calibration or inspection are reported.

6.6 The laboratory, calibration laboratory or inspection body accredited by SLAB may include the results of subcontracted activities in its endorsed reports /certificates only if the accredited laboratory, calibration laboratory or inspection body has informed the client in writing of the proposed subcontracting and has obtained prior approval from the client. The subcontractor laboratory, calibration laboratory or inspection body shall be an accredited laboratory, calibration laboratory or an inspection body by SLAB or any other MRA partner. The accredited laboratories, calibration laboratories or inspection bodies shall take the full responsibility for the subcontracted tests, calibrations or inspections. The accredited laboratories, calibration laboratories or inspection bodies shall obtain approval from the subcontractor to report excerpts from the subcontractor’s report or certificate.

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6.7 The subcontracted test, calibration or inspection results shall be clearly and unambiguously identified on the certificate or report. If the subcontracted testing laboratory, calibration laboratory or inspection body is accredited for the specific tests, calibrations or inspections concerned, the subcontracted laboratory, calibration laboratory or inspection body shall provide an endorsed report or certificate. If the accreditation body accrediting the subcontractor is different from SLAB (Other MRA partner), the subcontracting laboratory, calibration laboratory or inspection body shall not use the accreditation symbol of the subcontracting laboratory, calibration laboratory or inspection body on the endorsed reports or certificates.

6.8 Where all tests, calibrations or inspections were subcontracted to a laboratory, calibration laboratory or inspection body that was not accredited, none of the accreditation symbols of the accreditation body may be used on any reports or certificates issued by the accredited subcontracting laboratory, calibration laboratory or inspection body and no stationary relating to the report or certificate may include any reference to or implication of its accreditation.

6.9 Calibration labels containing the accreditation symbol shall not give the impression that the SLAB approved or calibrated the equipment. The calibration label may include the following;

- The name of the accredited calibration laboratory or its accreditation number
- Equipment identification
- Date of current calibration cross reference to the calibration certificate issued in respect of the calibration

The SLAB symbol shall be used only on the calibration labels that has been calibrated using calibration methods covered by its scope of accreditation.

6.10 Inspection labels containing the accreditation symbol shall not give the impression that the SLAB approved or inspected the equipment. The inspection label may include the following;

- The name of the accredited inspection body or its accreditation number
- Equipment identification
- Date of Inspection and cross reference to the inspection report issued in respect of the inspection

The SLAB symbol shall be used only on the inspection labels that have been inspected using inspection services covered by its scope of accreditation.

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## 7. Specific Requirements on Use of SLAB Symbol by Certification Bodies:

7.1 For management system certification, neither the certification body's nor the accreditation body's logo shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the certification body or the accreditation body have certified or approved any product, process or service of the certified body or in any other misleading manner.

7.2 For product certification the certification body may authorize the use of their mark on the products in accordance with their procedures. The product certification body shall ensure that product conformity mark and any mark / logo / symbol used for management systems are distinct. Use of SLAB symbol on products is not permitted. Other accredited certification bodies other than product certification may authorize the use of SLAB Symbol by their clients but which should be under the control and supervision of the accredited certification body.

7.3 The accredited certification body can use SLAB symbol for the premises of the certification body that are specifically included in the accreditation. Any statement regarding its accreditation which SLAB may consider misleading or unauthorized shall not be used.

7.4 The SLAB Symbol may be displayed only on reports with reference to the certifications accredited by SLAB. Where reference is to be given to both accredited and non-accredited activities, issuing of separate report is desirable. On practical ground, if the certification body is issuing one correspondence for accredited and non-accredited certifications, accredited certificate shall be marked with clear indication to prevent ambiguity.

7.5 Where the SLAB Symbol is used by the certification body to endorse reports, it shall always be accompanied by the SLAB Accreditation number [QMS xxx –xx or else as the case may be], and identity of the relevant standard placed centrally under the SLAB Symbol as indicated.

7.6 It is recommended to place the SLAB symbol or IAF Combined MLA Mark on top of the first page and other page (s) of the report/certificates.

## 8. Specific Requirements on Use of SLAB Symbol by GHG Validation/Verification Bodies:

8.1 SLAB accredited GHG Validation/Verification Bodies shall not authorize the use of SLAB Symbol by their clients.

8.2 The accredited GHG Validation/Verification Body can use SLAB symbol for the premises of the GHG Validation/Verification Body that are specifically included in the accreditation. Any statement regarding its accreditation which SLAB may consider misleading or unauthorized shall not be used.

8.3 The SLAB Symbol may be displayed only on reports/certificates/statements with reference to the activities accredited by SLAB. Where reference is to be given to both accredited and non-accredited activities, issuing of separate report/ certificate/statement is desirable. On practical ground, if the GHG Validation/Verification Body is issuing one correspondence for accredited and non-accredited activities, accredited report/certificate/statement shall be marked with clear indication to prevent ambiguity.

8.4 Where the SLAB Symbol is used by the GHG Validation/Verification Bodies to endorse reports/certificates/statements, it shall always be accompanied by the SLAB Accreditation number [GHG xxx –xx or else as the case may be], and identity of the relevant standard placed centrally under the SLAB Symbol as indicated.

8.5 It is recommended to place the SLAB symbol or IAF Combined MLA Mark on top of the first page and other page (s) of the report/certificate/Statement.

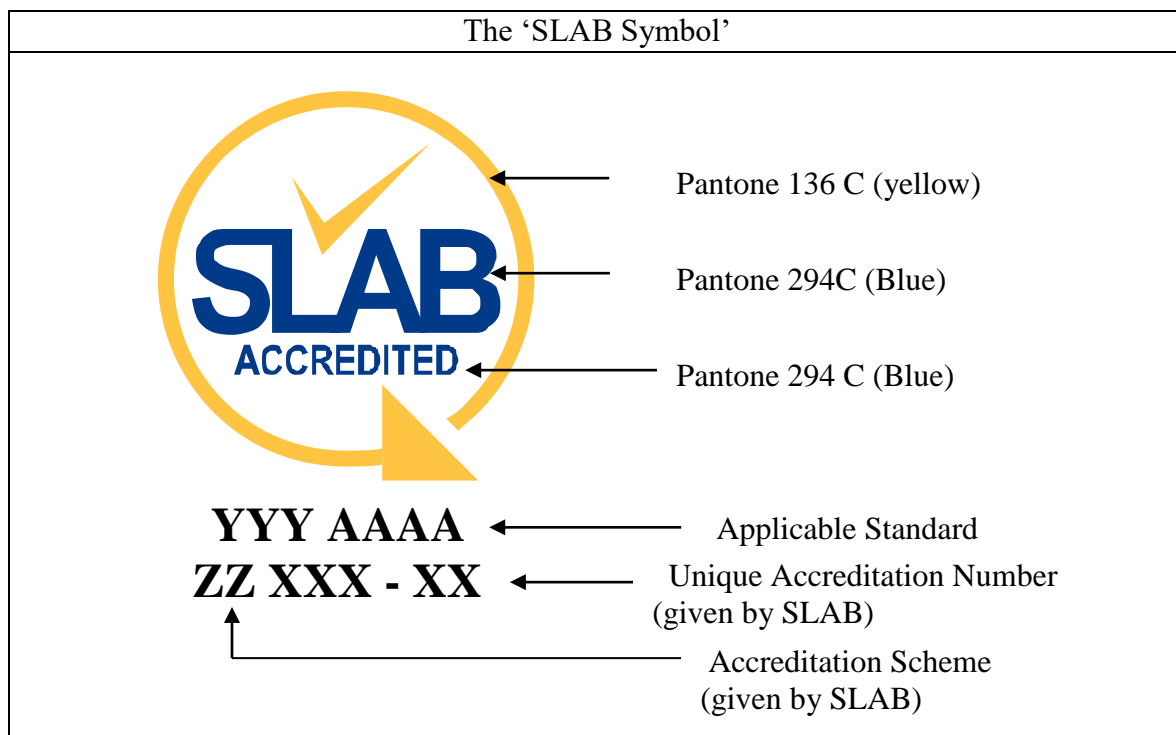
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## 9. SLAB Symbol Reproduction:

9.1 The SLAB symbol is given below and the accredited CAB shall reproduce the appropriate logo without changing the format. SLAB accredited CABs are entitled to use SLAB Symbol only for the activities that fall within the scope of Accreditation. Along with the accreditation symbol, the accredited CAB is assigned with a unique accreditation number prefixed by the two or three letter abbreviation code of the accreditation scheme against which the particular CAB has been assessed and the applicable international standard, as shown below. The abbreviation codes of accreditation schemes currently assigned are as follows; TL - Testing Laboratories, CL - Calibration Laboratories, ML - Medical/ Clinical Laboratories, QMS – Quality Management System Certification, EMS – Environmental Management System Certification, FMS – Food Safety Management System Certification, OHS – Occupational Health and Safety Management System Certification, ISM – Information Security Management System Certification, ITS - Information Technology Service Management System certification, ENS- Energy Management System certification, CP – Product Certification, GMP – Good Manufacturing Practices, IB – Inspection Bodies, BP – Bodies Certifying Persons, GLP – Good Laboratory Practices and GHG – Greenhouse Gas Validation/verification.

9.2 The SLAB Symbol shall be legible and displayed only in the appropriate font and size. The CAB shall ensure that the design of SLAB symbol is not distorted.

9.3 The SLAB Symbol for eg. Testing Laboratories may be reproduced in a single colour (either black or Pantone blue) or colours indicated below.



### NOTE:

YYY – ISO/IEC or ISO

AAAA – Applicable standard such as 17025, 15189, 17021/17021-1, 17020, 17024, 17065, 14065, etc.

For Certification Bodies in addition to YYY number, relevant ISO Technical Specification will be included (eg: QMS, EMS and FMS)

ZZ – Accreditation Scheme (eg: TL, CL, ML, QMS, EMS, FMS, OHS, IB, GHG etc.)

XXX-XX – Accreditation Number given by the SLAB (eg: 001-01)

For Inspection Bodies, Type of Inspection will be included below the Accreditation Number



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9.4 Electronic reproduction of SLAB Symbol is permitted provided that the requirements of this document are met, integrity of such reports shall be maintained and distortion of graphics of SLAB Symbol shall be avoided.

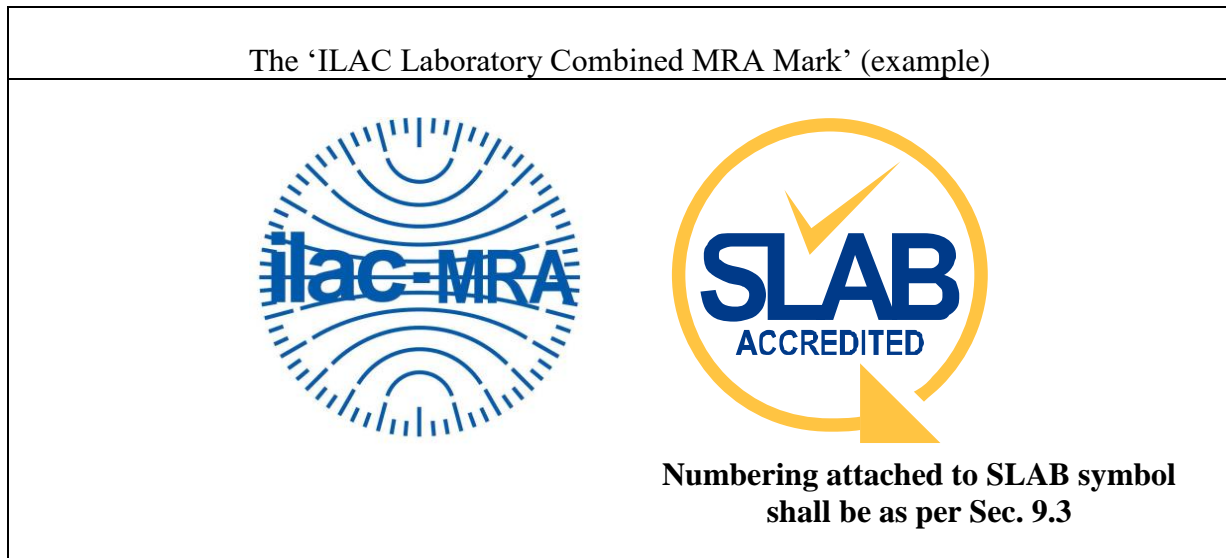
### 10. Use of ‘ILAC Laboratory Combined MRA Mark’ by Laboratories

10.1 The ILAC-MRA mark shall be re-produced only in the colours indicated below or in black colour. The colours of SLAB symbol is given in 9.3.

10.2 In order to use the combined MRA mark, i.e. both the SLAB symbol along with laboratory’s accreditation number and the relevant standard and the ILAC MRA Mark as depicted below, each SLAB accredited laboratory must sign a sub-license agreement with the SLAB. The requirements that are to be complied with by the laboratory are included in the Guideline, AC-GL (P) - 10 and Sub License Agreement, AC-FM-38.

The ‘ILAC-MRA Mark’	
	
<p>Permitted colours: C100 M56 Y0K0 PANTONE 293C (blue) R0 G0 B229</p>	<p>Permitted colours: 100% BLACK</p>

10.3 This combined Mark shall not be used by the accredited laboratory until a written approval from the SLAB (AC-FM-39) is received.



10.4 The 'ILAC Laboratory Combined MRA Mark' shall be used as given in the example. The "ILAC-MARA mark" shall not be used without SLAB symbol.

10.5 The specific requirements given in Clause 6 will also apply for use of 'ILAC Laboratory Combined MRA Mark' for laboratories.



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## 11. Use of 'IAF combined MLA Mark' by Certification Bodies

11.1 The IAFMLA mark shall be re-produced only in the colours indicated below or in black and white colour. The colours of SLAB symbol is given in 9.3.

11.2 In order to use the combined MLA mark, i.e. both the SLAB symbol along with certification body's accreditation number and the relevant standard and the IAF MLA Mark as depicted below, each SLAB accredited certification body must sign a sublicense agreement with the SLAB. The requirements that are to be complied with by the certification body are in the sublicense Agreement, AC-FM-46.

The 'IAF-MLA Mark'	
 <p>Permitted colours: PANTONE 2747 (dark blue) and PANTONE 299 (light blue)</p>	 <p>Permitted colours: Black and White</p>

11.3 This combined Mark shall not be used by the accredited certification body until a written approval from the SLAB (AC-FM-47) is received.

The 'IAF Combined MLA Mark' (example)	
	 <p><b>Numbering attached to SLAB symbol shall be as per Sec. 9.3</b></p>

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11.4 The ‘IAF Combined MLA Mark’ shall be used as given in the example. The “IAF MLA mark” shall not be used without SLAB symbol and the combined mark shall not be used on or in conjunction with products.

11.5 The specific requirements given in Clause 7 will also apply for use of ‘IAF Combined MLA Mark’ for Certification Bodies.

## **12. Advertising and Publicity:**

SLAB accreditation is location specific. The accreditation claim shall be related only to the specific CAB location that is covered under the SLAB scope of accreditation, and not with any other non-accredited locations.

The accreditation claim by accredited CAB shall be related to or associated only with the activities for which it is accredited by SLAB, and not with any other activities in which the CAB or its parent organization is involved. The accredited CABs shall not use the SLAB symbol/ any statement with regard to accreditation to denote that all activities are accredited.

In brochures, proposals or quotations, the accredited CAB shall distinguish activities that are covered under SLAB Scope of Accreditation from those that are not covered.

The SLAB Symbol / ILAC Laboratory Combined MRA Mark / IAF Combined MLA Mark shall not be displayed on business cards.

### *12.1 ILAC Laboratory Combined MRA Mark*

12.1.1 Accredited CAB may use SLAB Symbol or ILAC Laboratory Combined MRA Mark in publicity and/or advertising materials for promotional purposes, including brochures, business reports & stationery, technical literature, websites or on proposals / quotations for testing work only after signing sublicense agreement with SLAB ( AC-FM-38) ;

12.1.2 Where SLAB Symbol or ILAC Laboratory Combined MRA Mark is printed on letterheads and/or other corporate stationery, such stationery is not used for work proposals or quotations, nor for reporting of test or calibration results exclusively outside the SLAB Scope of Accreditation;

12.1.3 The accredited CAB shall not use the ILAC Laboratory combined MRA Mark on a product or an item or used to imply that a product or an item has been certified (for calibration labels and inspection labels, see section 6);

### *12.2 IAF Combined MLA Mark:*

12.2.1 Accredited CABs cannot use the IAF MLA Mark in isolation from the SLAB symbol. CABs can only use the IAF MLA Mark in combination with SLAB symbol as a combined mark. The IAF MLA combined Mark can only be used in association with activities for which the CAB is accredited by SLAB and are within SLAB’s IAF MLA main scopes.

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12.2.2 The IAF MLA combined Mark may only be used by CABs on accredited certificates where the scope of the certificate includes an IAF MLA sub-scope.

12.2.3 Accredited CAB may use SLAB Symbol or the IAF MLA combined Mark in letterheads, quotations for work, advertisements, or websites where the CAB is accredited within SLAB's IAF MLA main scope or main scope and sub-scope.

12.2.4 The accredited CAB shall not use the IAF MLA Mark on a product, or in a way that may be interpreted as denoting product conformity, or permit its certified organizations to do so;

12.2.5 The accredited CAB shall not use the IAF MLA Mark in any way which implies that IAF has approved a certified or registered product, service or system registered by the accredited CAB;

12.2.6 The accredited CAB shall monitor and take suitable action to control its use of the IAF MLA Mark and to prevent any incorrect references or misleading use by itself or its certified organizations;

12.2.7 The CAB shall not allow its customers to use the IAF MLA combined Mark.

### **13. Misuse of SLAB Symbol / ILAC Laboratory Combined MRA Mark/ IAF Combined MLA Mark / SLAB Accreditation Status:**

13.1 In the event of CAB being put under abeyance or on suspension/ withdrawal/ expiry of accreditation, accreditation shall no longer be stated or suggested in any way. CAB must immediately cease to issue certificates and reports displaying the SLAB Symbol/ ILAC Laboratory Combined MRA Mark/ IAF Combined MLA Mark and shall cease publishing and/or distribution of documents (including advertisements, websites etc.) containing the SLAB Symbol/ ILAC Laboratory Combined MRA Mark/ IAF Combined MLA Mark or reference to SLAB accreditation. CABs shall also make appropriate arrangements to stop the use of the accreditation symbol by the certificate holders.

13.2 In the event of a CAB not complying with this document or found misusing SLAB Accreditation/ SLAB Symbol/ ILAC Laboratory Combined MRA Mark/ IAF Combined MLA Mark action will be taken against the CAB as per details mentioned in Terms and Conditions for maintaining Accreditation granted by SLAB.

13.3 The SLAB Symbol/ ILAC Laboratory Combined MRA Mark/ IAF Combined MLA Mark is a registered mark owned by the Sri Lanka Accreditation Board for Conformity Assessment and any misuse of the SLAB symbol / ILAC Laboratory Combined MRA Mark / IAF Combined MLA Mark is an offence under section 37(a) of the Sri Lanka Accreditation Board for Conformity Assessment Act No 32 of 2005.

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